**London Borough of Barnet**

**Application Form for Election Duty**

*Please return your completed form to* [*electionsprojectoffice@barnet.gov.uk*](mailto:electionsprojectoffice@barnet.gov.uk) *or post to:  
Electoral Registration Office, London Borough of Barnet, 2 Bristol Avenue, London NW9 4EW*

**Section 1 – About you**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | Click here to enter text. | | | |
| **First name** | Click here to enter text. | | | |
| **Surname** | Click here to enter text. | | | |
| **Home address** | Click here to enter text.  **Postcode:** Click here to enter text. | | | |
| **Phone numbers** | **Home** | | Click here to enter text. | |
| **Work** | | Click here to enter text. | |
| **Mobile** | | Click here to enter text. | |
| **Email** | Click here to enter text. | | | |
| **Date of birth *(you must be over 18 to work)*** | Click here to enter text. | | | |
| **National Insurance Number** | Click here to enter text. | | | |
| **Are you an employee of the London Borough of Barnet?** | | | | Yes  No |
| **Are you eligible to work in the UK?** | | | | Yes  No |
| **Do you hold a full, clean driving licence\*** (\*This is relevant to some election roles) | | | | Yes  No |
| **If you have a disability, and think you may have difficulty with some of the duties you will still be considered.**  **If you have any special needs or require assistance please give details.** | |  | | |
| **How did you hear about the roles in elections?** | |  | | |

**Section 2 – Election Roles:**

Please tick all the Election Roles you are interest in:

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| **Polling Clerk at a polling station**  Hours 6.30-10pm  Must be literate, numerate, able to work calmly under pressure | |  |
| **Presiding Officer at a polling station**  Hours 6.30-10pm, plus collection of ballot box.  Experience required either as a Polling Clerk or Presiding Officer.  Use of a car | |  |
| **Counting Assistant at the count** Hours - day or overnight count depending on the election. Must be literate, numerate, able to work calmly under pressure | |  |
| **Postal Vote Opener**  Minimum of 2 days | |  |
| **Canvasser**  At various times throughout the year | |  |
| **Have you previously carried out this type of work?** | Yes  No  If so, please tell us about the role  Click here to enter text. | |

**Section 3 - Suitability to work on election duties:**

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| Please give a brief description of your current (or most recent) main job: | Click here to enter text. |
| Please give an example of when you have had to work long and unsociable hours and how you ensured that you fulfilled your responsibilities: | Click here to enter text. |
| Please give a recent example of a time when you had to provide excellent customer service in challenging circumstances: | Click here to enter text. |
| Please describe the skills and experience you have that would be relevant to an elections role and how it could best be utilised: | Click here to enter text. |

**Section 4 - Declaration**

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| **Do you have any connections with any political party?**  *This does not preclude you from working for Electoral Services, but please note all election work must be completed in a transparent and politically neutral manner.* | Yes  No |
| If yes, please give details:  Click here to enter text. | |
| **Are you a relative or friend of any councillor or likely candidate in any forthcoming election?** | Yes  No |
| If yes, please give details:  Click here to enter text. | |
| **Have you been convicted of a criminal offence (that is not spent under the terms of the Rehabilitation of Offenders Act 1974), or been subjected to a caution or bind-over, or do you have any prosecutions pending? If “Yes” please provide full details, including dates below.** | Yes  No |
| If yes, please give details:  Click here to enter text. | |

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| **Please complete the following declarations and sign below. If these declarations are not completed and signed, your application will not be considered:**   * **In order to ensure a transparent and apolitical process - I confirm that if I am offered a position to work on the delivery of an election (or referendum) I will not campaign for or assist; any political party, campaign group or candidate standing at or campaigning in that specific election (or referendum).** * **I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.** | |
| **Signed** | Click here to enter text. |
| **Date** | Click here to enter text. |

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| ***Please note:***  *Your application is a registration of your interest only. You are not guaranteed an appointment, and we cannot guarantee the availability of positions in specific areas, or on specific dates/times. These will be clarified if and when we contact you, which may be at short notice. Due to the large volume of applications we receive, we cannot write to applicants who are unsuccessful, but details will be held on our staff database in case a suitable vacancy arises at future elections.*  *Our* ***Privacy Notice*** *contains more information on how we manage personal data, your rights and how to update your details. To read our privacy notice visit* [www.barnet.gov.uk/elections](file:///\\brtvpspfs03a\Election%20Team$\3.0%20Electoral%20Services\2.0%20Electoral%20Services\Recruitment\Election%20staff\www.barnet.gov.uk\elections)*.* |

If you have any question, please contact the Electoral Services Team on 020 8359 5577